

St. Joseph Catholic School
Student Technology Responsible Usage Policy
Agreement to Cooperate in the Modern World




St. Joseph Catholic School believes that all students should have access to educationally appropriate technology learning tools. Internet access, online services, and 21st century learning technologies improve student communication and student collaboration skills, provide access to people and material from all over the world, and build digital citizenship skills. St. Joseph Catholic School also believes that students should use those tools in a responsible, trustworthy, and courteous and manner. The purpose of this policy is to establish guidelines for student use of the school's technology systems and equipment, including those that provide access to the Internet. Following this policy will ensure that your child has continued access to the School's technology resources as a citizen of the modern world.



All use of the School's technology systems and equipment must be for educational purposes, be consistent with the mission of St. Joseph Catholic School, and conform to the requirements of all our policies regarding student conduct and behavior.

The following rules have been established by St. Joseph Catholic School. Improper use of St. Joseph School Technology Resources is prohibited and may result in disciplinary action.

1. Violating students' and faculty members' rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Although our school has Internet security software in place, no filter is 100% secure. Access to any inappropriate site is to be brought to the attention of a staff member immediately.
4. Downloading unacceptable materials.
5. Re-posting personal communication without the author's prior consent.
6. Violating copyright law.
7. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
8. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
9. Changing or attempting to alter any configuration, program, or password on any computer or system.
10. Using a school computer without knowledge/approval of school personnel responsible for the computer.
11. Using inappropriate language, pictures, or gestures in any form on the internet.
12. Using the Internet for entertainment or limited self-discovery function.
13. Using the Internet for unauthorized purchases.

The following give details and examples of the ways St. Joseph Catholic School students are expected to demonstrate Caring, Honesty and Integrity, Respect, Responsibility and Teamwork as it relates to the use of technology resources while a student at St. Joseph School.

<p>What Caring IS:</p> 	<ul style="list-style-type: none"> • Everyone listens and follows directions • Using time wisely • Holding a technology device carefully (with two hands) • Keeping a device clean and free of distracting images • Caring about the work you do in school and at home • Caring about the work others do and share with you
<p>What Caring is NOT:</p>	<ul style="list-style-type: none"> • Doing something else on a device when the teacher is leading a lesson • Careless handling of a device • Violating copyright by using media illegally • Downloading or installing software without permission from your teacher or a school staff member • Vandalism, including intentionally or recklessly causing damage to any equipment, entity, data, files, or websites
<p>What Honesty/Integrity IS:</p> 	<ul style="list-style-type: none"> • Respecting yourself by creating and maintaining a positive online presences reflective of our Catholic values • Citing sources from which you got information for your work • Completing your homework as assigned • Knowing and following the rules • The ability to advocate for oneself • Going only on teacher-approved (or school-appropriate) websites • Telling the teacher is you were on a game/site you were not supposed to be on
<p>What Honesty/Integrity is NOT:</p>	<ul style="list-style-type: none"> • Logging onto a device or system as anyone other than yourself • Cheating or arguing • Using harmful or inappropriate words when in an online discussion, shared document, etc... • Going on personal sites that are not assigned by teacher (Facebook, Twitter, YouTube, etc...) • Circumventing (going around past) anti-virus software, filters, user authentication, or other security features
<p>What Respect IS:</p> 	<ul style="list-style-type: none"> • Asking for permission to post work or print • Being polite and using appropriate language • Recognizing that all online communication is NOT private; all information shared should be treated as if it could be read by anyone • Printing only when absolutely necessary. Think about the environment before printing

<p>What Respect is NOT:</p>	<ul style="list-style-type: none"> ● Engaging in cyber-bullying ● Posting, accessing, publishing, or displaying material that is defamatory, inaccurate, abusive, obscene, threatening, offensive, or illegal ● Sharing or asking for the passwords or account information of someone else ● Invading the privacy, including accessing or changing accounts or data, of others ● Installing or running unauthorized software on a St. Joseph School device without permission from the school
<p>What Responsibility IS:</p> 	<ul style="list-style-type: none"> ● Safely carrying your school-owned device to and from school in the carrying case ● Storing your school-owned device safely at school in a designated location ● Following our school's <i>Responsible Usage Policy</i> ● Being safe online ● Keeping your username and passwords private ● Observing copyright guidelines and giving credit to the idea's owner ● Following directions set by your teacher or staff member
<p>What Responsibility is NOT:</p>	<ul style="list-style-type: none"> ● Wasting the battery life of a device while it is not in use ● Not charging a school-owned take home device such as a Chromebook ● Running with devices in hand ● Eating or drinking while working on a device ● Using another student's device without their permission ● Downloading apps or games ● Using a St. Joseph School owned device for personal financial gain or advertising, including gambling
<p>What Teamwork IS:</p> 	<ul style="list-style-type: none"> ● Collaborating whether using technology or not, teamwork is key ● Students helping each other ● Everyone cooperating and participating on a project or activity ● Putting in your share of the effort ● Being focused on your task and not being distracted by others ● Sharing your ideas and questions with the group
<p>What Teamwork is NOT:</p>	<ul style="list-style-type: none"> ● One student doing all (or the majority) of the work ● Not helping when someone needs your input ● Dominating the conversation or activity ● Using or sharing other peoples' passwords ● Playing games when you are not supposed to ● Excluding people ● Disrupting others from accessing or using devices or the network

Web Tools for Learning & Student Account Creation Policy

St. Joseph Catholic School takes great pride in staying current to ensure your child of the best educational experience possible. During your student's formative years, an understanding of technology including Web 2.0 tools will be used that will assist in their learning and development. New tools arise every day. Some of the common tools that your children will encounter and use at St. Joseph Catholic School are, but are not limited to:

- **Google Apps for Education:** Students will be given a St. Joseph Catholic School Google Apps for Education account. Google Apps is a secure online suite of productivity tools that will enhance your child's learning experience and is designed to keep students' data safe, secure, and private. With these tools, your child will use various digital media (online documents, email, websites, etc...) and environments to communicate and work collaboratively to support his/her learning.
<http://www.google.com/enterprise/apps/education/>
- **Schoology:** Schoology provides the tools teachers need to manage their classrooms and add online elements. Students will create Schoology accounts and homework for grades 6-8 will be posted in Schoology. Parents can create their own Schoology account with links to their children's account.
<https://www.schoology.com>
- **PowerSchool:** Powerschool is our student information system. Parents and students have access to PowerSchool to view grades and attendance.
- **Online Curriculum Materials:** Student accounts for various textbook and curriculum support sites will be created and communicated to parents as needed.
- **Tools for Projects & Learning:** Students may be given accounts to various web tools to be used for educational purposes.

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be examined by the administration of St. Joseph Catholic School, educators, and are commonly used in education today.

*Please review and return the permission form **below** which will remain valid during your child's entire education at St. Joseph Catholic School.*

St. Joseph Catholic School
Technology Responsible Use Policy Agreement and
Student Account Creation Consent Form

As a student of St. Joseph Catholic School I have read and agree to follow the rules as found in this policy. I understand that if I break the rules I may face disciplinary action.

(If a student is too young to read the *Student Technology Responsible Usage Policy* of the school, please provide assistance.) A copy of this policy can be found on the school website.

Student Name (please print)

Student Signature

Grade

Date

- I have read and agree to the *Student Technology Responsible Usage Policy*. Internet access is a privilege, not a right, and carries responsibilities with it. By signing this document, I agree to all policies outlined in the *Student Technology Responsible Usage Policy* found on the St. Joseph School website and handbook, which contains the most current information and is subject to change. Violations of these rules will result in disciplinary action.
- As outlined in the *Web Tools for Learning & Student Account Creation* policy, I grant permission for St. Joseph Catholic School to create online accounts necessary for my student to be successful. These include but are not limited to a Google Apps for Education Account and Schoology accounts to be used for school and educational purposes only.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

This signature form is to be kept at the school for the duration of the student's attendance.